

Invitation for Proposals
Painting of Town House and Middle Neck School House
Moultonborough, NH
August 11, 2011



Joel R. Mudgett, Chairman
Board of Selectmen

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MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Painting Contractors
FROM: Carter Terenzini, Town Administrator
RE: Request for Proposals
DATE: July 21, 2011
CC: S. Kinmond; C. Ashjian; K. Garry

Carter



You are invited to submit a proposal to paint two historic buildings in Moultonborough owned by the Town of Moultonborough and managed by the Moultonborough Historical Society. They are both located at 951 Whittier Highway. You may submit a proposal on one or both buildings.

You will find enclosed a package on the requirements for your submission and the forms that you must use. You may feel free to walk around the property without advance notice to us. You may submit any questions about our requirements or our process to me by email at cterenzini@moultonboroughnh.gov as long as you do so by 4 p.m. on August 3, 2011. The answers, and any other changes or supplements to this document, will be posted on the Town web site as an Addendum no later than 4:00 p.m. on Monday, August 8, 2011. (Click on Paid, Volunteer, and Contract Opportunities). It is the proposer's responsibility to check and verify any such changes in order to account for them in their bid.

We look forward to receiving your proposal. They must be received by us no later than 2 p.m. on August 11, 2011, in keeping with the instructions in this booklet, at which time they will be opened and read aloud.

Scope of Work or Specifications and Conditions

1.) General Description of the Project, Materials and Quantities

The Town will have two buildings painted under this invitation. They are both important historical elements of the Town and located at 951 Whittier Highway in Moultonborough (See Exhibit B).

2.) Specifications & Certification

See Exhibit A

3.) Time for Performance

We expect to award a contract on or about August 18, 2011. We expect to be able to fully execute a contract with you on or about August 25, 2011. You must specify the number of calendar days, from the date we execute a contract that you expect it to take for your work.

4.) Term of Contract

You will need to finish all of the work by the end of this painting season.

5.) General Conditions

a.) If you are in default of this contract you will be given ten (10) days notice to cure the default. You will have an additional ten (10) days to cure the default. If you do not do so we may cancel the contract.

b.) The term “days” shall mean calendar days.

c.) Unless otherwise specified, you must provide the standard factory warranty on all products as specified by the manufacturer. You must provide a one year warranty on all labor.

d.) Upon the execution of the contract you must produce a certificate of insurance, naming the town, its officers, employees and assigns, as Certificate Holder and Additionally Named Insured, for the following types and levels of coverage:

| | |
|----------------------------|-------------------------|
| - Workers Compensation | Statutory |
| - Automobile and Equipment | \$1 Million/\$2 Million |
| - Property Damage | \$1 Million/\$2 Million |
| - General Liability | \$1 Million/\$2 Million |

If you use a sub-contractor for any portion of the work you must obtain from them, and provide to us a similar certificate in similar amounts. You may not use a subcontractor without our approval.

e.) You must submit Proof of Lead Safe Certification, in accordance with the State of NH Regulations, for any employee on the job site and you must – at all times – comply with any and all other Lead Safe Certification Rules & Regulations.

f.) A schedule of values will be agreed for the major elements of work which will become a part of the contract. You may bill on a bi-weekly basis for all labor performed and materials applied. Payments will be made within thirty (30) days of the submission of such a bill showing conformance with all work requirements. Any progress payments made on each item will have a 15% retainage until all work is completed and fully certified by the permitting authorities and end user as designated by the Town.

g.) The proposal pricing shall include all labor, insurance, material, leasing of any lift(s), staging or ladders and all other such costs that you will incur in order to offer the Town a complete fixed price proposal fee to complete the work in a satisfactory workman-like manner.

h.) Any personal injury or property damage on the job site must be reported to the Town within twenty-four (24) hours from the time of the accident or injury.

i.) You must provide an explanation of how many years you have been in this business and under what other names you may have done business. You will include a list of at least five references for similar jobs you have completed with the past three years showing the contact name, telephone, year of the project and value of the project. This will be submitted with your fee proposal.

6.) Questions and Supplements

Any questions with respect to this invitation must be received, in writing by mail (above address), fax (603.476.5835) or email (cterenzini@moultonboroughnh.gov), by Carter Terenzini, Town Administrator, no later than 4:00 p.m. on August 3, 2011.

***Important Note:** The answers, and any other changes or supplements to this document, will be posted on the Town web site as an Addendum no later than 4:00 p.m. on Monday, August 8, 2011. (Click on Paid, Volunteer, and Contract Opportunities). It is the proposer's responsibility to check and verify any such changes in order to account for them in their bid.

7.) Viewing of Trade-In(s)

N/A

8.) Proposal Due Date and Methods of Delivery

You may submit a price proposal for one or both buildings.

Proposals will be accepted until 2:00 p.m. on August 11, 2011 in the Office of the SelectBoard, 6 Holland Street, P.O. Box 139, Moultonborough, NH 03254 at which time they will be opened and publicly read aloud.

The proposal is to be submitted in a sealed envelope marked "Painting of Town House and Middle Neck School" and the date and time advertised for the opening. If mailed, each bid should be in a separate sealed envelope, similarly marked to protect against the actual bid being opened in error.

Town of Moultonborough
Painting of Town House and Middle Neck School
Proposal Form
(Please Print or Type)

Name of Bidder: _____

Address: _____

Contact Person: _____

Telephone _____ Fax _____

Email _____

ATTENTION:

Mr. Joel R. Mudgett, Chairman
Board of Selectmen
P.O. Box 139
Moultonborough, NH 03254

Dear Mr. Mudgett:

Having examined the documentation provided with the subject Invitation for proposals the undersigned proposes to furnish all materials as requested in accordance with the subject documents.

The undersigned acknowledges Addenda # _____
(If none, write none).

If I am notified my proposal is accepted within forty five (45) days of the bids having been opened, I will execute a contract for the work within fourteen (14) days thereafter.

I propose to provide the following items for the following unit pricing:

Important Note: If you are not bidding on one of the buildings write the words "No Bid" in each of the appropriate blank spaces.

Item

Price

1.) Town House:

A. As specified \$ _____
(In Figures)

_____ Dollars and _____ Cents
(In Words)

Time for Completion: I will complete this work within _____ days (In Figures) of the execution of a contract.

2.) Middle Neck School House:

A. As specified \$ _____
(In Figures)

_____ Dollars and _____ Cents
(In Words)

Time for Completion: I will complete this work within _____ days (In Figures) of the execution of a contract.

3.) Both Buildings Together:

A. As specified \$ _____
(In Figures)

_____ Dollars and _____ Cents
(In Words)

Time for Completion: I will complete this work within _____ days (In Figures) of the execution of a contract.

4.) Additional Cost: For a change of color on the windows on the Town House to white (requires a second coat).

A. As specified \$ _____
(In Figures)

_____ Dollars and _____ Cents
(In Words)

I have attached a list of five references for similar work and their contact information.

I understand that the town reserves the right to reject any and all proposals, and waive any minor or non-material informalities, if deemed to be in its best interests.

I understand that the Town may hold my proposal for forty five (45) days prior to awarding a contract.

I certify, under the penalties of perjury, that (1) I have had an opportunity to view the full invitation package and am aware it was my responsibility to perform my own due diligence appropriate to submitting this proposal, (2) I am fully authorized to submit this proposal, (3) I have not engaged in discussions, negotiations, or collusion with any person to determine what my bid will be and (4) that I, to the best of my knowledge and belief, have paid all taxes, fees, assessments, betterments or other municipal charges that I owe to the Town of Moultonborough or have payment agreement in place or have filed an appeal over the same.

Signature of Bidder

Title of Bidder

Corporate
Seal

Signed this _____ day of _____, _____.

Exhibit A: Scope of Work

All items are to be completed in a professional and workmanlike manner.

- 1.) **Wood Preparation:** All wood preparation is to include fascia, trim, siding, windows, doors and the like.
 - a. Remove all storm windows and doors and store them safely, within the buildings, for your reinstallation.
 - b. Renail all loose wood with galvanized or coated nails sized appropriately to the material being renailed.
 - c. Remove any dirt, dust, grime, oils, mildew and loose paint by power washing or hand washing.
 - d. Scrape, by hand, all loose or “flaking” paint to a sound surface.
 - e. Wherever rust has presented itself over the head of nails, expose as much of the head of the nails as possible without damage to the surrounding wood and prime it with Flood-Penetrol or other product approved by the Town. Then seal the nail hole or mark with a flexible (siliconized) acrylic caulking (exterior) and smooth over with a putty knife.
 - f. Remove all loose caulk, putty and glazing compound.
 - g. Caulk around all doors and windows and small cracks (less than ¼”) in trim, fascia and siding with an exterior grade paintable silicone ten (10) year caulk.
 - h. Reglaze all window sashes, in keeping with best practices, priming any raw wood before applying an oil based glazing.
 - i. Spot prime all bare wood and glazed and caulked areas using an oil based primer of white or tinted one shade lighter than the final finish coat.
 - j. The three signs now on the buildings (Moultonborough Town House, Middle Neck School, and Moultonborough Historical Society) will be removed by others prior to the commencement of your work and re-installed by others after the completion of your work.
 - k. The plywood of the west end gable of the Middle Neck School will have been replaced with a pre-primed wooden louver prior to the commencement of your work.
- 2.) **Metal Preparation:** All metal preparation is to include handrails and building elements to be painted but excludes drip edge and roof penetrations, fascia, trim, siding, windows, doors and the like.
 - a. All metal items are to be scraped, wire-brushed and sanded to a rust free and sound surface.
 - b. Spot prime all areas also treated using a “Flood Penetrol” or a rust oxide industrial grade primer.

3.) **Painting:**

- a. Paint all surfaces with one (1) coat of an oil based paint, in accordance with manufacturer's recommendation, in a color to match the existing.
- b. Paint with brushes only. No spraying of any type will be permitted unless specifically approved by the Town.
- c. Painting shall be done between the hours of 7:00 am and 6:00 pm on Monday through Saturday unless prior approval is given for extended hours or on holidays or Sundays.
- d. Painting work shall be done in a manner that will create as little disturbance as possible for the area residents.
- e. The paint used will be a high quality and must be approved by the Town prior to start up. Sherman Williams, Benjamin Moore and Devoe subject to grade of paint, are all pre-approved brands.
- f. The contractor must provide the Town a schedule of all work at the time of contract execution. The contractor is responsible to coordinate changes in the schedule with the Town to insure that inconvenience to the facility is held to a minimum.
- g. The contractor shall exercise care in surface preparation and painting, to insure that the workmanship is of the best quality, fully conforming to industry standards. Only skilled workers adequately supervised shall be allowed to work on painting projects.
- h. All materials are to be applied evenly and with the proper film thickness, in strict compliance with the manufacturer's directions and/or printed instructions.
- i. Work is to be accomplished under favorable weather conditions, best suited to the production of an acceptable finished product.
- j. All work shall be subject to the approval of the Town through a representative that they have previously approved. The Contractor shall satisfactorily correct any work found in need of correction, due to improper preparation, painting, or workmanship, or as a result of the Contractor's negligence prior to the final approval and payment.

4.) **Paint Protection and Clean Up:**

- a. The buildings have been tested for lead paint. There are substantial amounts found over much of the building. All washings, scrapings and the like are to be carefully collected and properly disposed of in accordance with statute and regulation. For those materials which can be disposed of in regular refuse the Moultonborough Transfer Station will be available to the Contractor at no additional cost.
- b. All walks, floors, plants and/or shrubbery, or other surfaces and items not to be painted, shall be carefully protected from being stained with any primers or paints. Drop cloths shall be used liberally wherever needed for this protection.
- c. All painting related debris will be picked up and removed on a daily basis. The definition of debris includes but is not limited to paint cans, rags, and brushes. The ground below all work areas is to be covered with 6mil plastic and all debris is to be contained and disposed of properly.

- d. Painting brushes and other painting tools are to be cleaned at a distance from flowerbeds, shrubbery, trees, walkways, parking lots and grassy areas with no cleaners or solvents released into or onto the environment.
- e. On a daily basis the contractor shall comply with the requirements of the EPA Lead Awareness Program.

5.) **Painting Safety:**

- a. All ladders are to be taken down daily and stored in a safe place away from any traffic areas.
- b. Wet paint signs and clearly marked areas shall be roped off whenever necessary.
- c. All unpainted areas are to be masked off or draped including shrubs, trees, flower beds and any personal property.
- d. All workers are to take the appropriate precautions to prevent any injury to themselves, residents and municipal employees.

6.) **Other Painting Provisions:**

- a. The contractor and a designated representative of the Town of Moultonborough will inspect all work as the work progresses.
- b. The contractor prior to the final approval and final payment shall satisfactorily correct any work found in need of correction, due to improper preparation, painting or workmanship, or as a result of the contractor's negligence. All discrepancies or omissions pertaining to work herein specified are to be corrected by the contractor prior to the final payment or the retainer amount and completion date shall not occur until the omissions or discrepancies are corrected.
- c. All materials specified and approved shall be delivered in manufacturer's sealed containers, with original labels intact defining the contents therein.
- d. The contractor shall exercise care in surface preparation and painting, to insure that the workmanship is of the best quality, fully conforming to the lead laws and industry standards. Only skilled workers adequately supervised shall be allowed to work on this project.
- e. All material is to be applied evenly and with the proper film thickness, in strict compliance with the manufacturer's directions and/or printed instructions.
- f. Work is to be accomplished under favorable weather conditions, best suited to the production of an acceptable finished product.

7.) **Notification and Change Orders:**

- a. Any additional work uncovered during the normal painting process shall be reported immediately to the Town. This is to include, but is not limited to, rotted wood, damaged structural supports, roof leaks and damage (soffit & fascia).

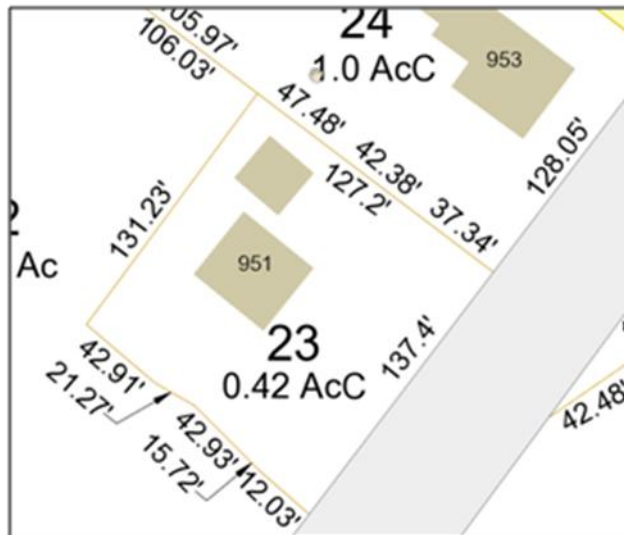
- b. Any work to be completed at an additional cost above the agreed upon price and outside the agreed upon scope of work must be pre-approved in the form of a change order, executed by the Town.

Exhibit B: Locus Map

Moultonborough Town House



Middle Neck School



951 Whittier Highway